



SHERBORNE



JOB DESCRIPTION

Sherborne Summer Courses are for students who are serious about studying but who also come to enjoy the very extensive range of activities and excursions and the caring, friendly atmosphere. We emphasise development for the individual through small class sizes (6-8 students) and aim to give students a very positive and supportive learning experience.

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

Job Title: **TEACHER - SUMMER COURSE 2025 (temporary role)**
Contract: Temporary Contracts for a **minimum of two weeks and a maximum of 7 weeks**, subject to student numbers.

The courses run between Wednesday 2 July and Tuesday 19 August 2025.

Contract date options are:

Wednesday 2 July to either Tuesday 15, 23 or 29 July or 5, 12 or 19 August.

Wednesday 16 July to either Tuesday 29 July or 5, 12 or 19 August.

Wednesday 23 July to either Tuesday 5, 12 or 19 August.

Wednesday 30 July to either Tuesday 12 or 19 August.

Wednesday 6 August to Tuesday 19 August.

Compulsory first Wednesday induction day included (5 paid hours).

Offers of employment are subject to final student numbers.

Location: Sherborne Newell Grange Campus or Sherborne School Main Campus

Line Manager: Teachers are line managed by the Academic Manager (Short Courses) who will direct in daily duties. In the absence of the Academic Manager, direction will be given by the Academic Assistant.

Hours of Work: Teachers will usually be required to teach up to 28 x 45-minute lessons per week, ie up to 21 hours per week. and will be paid for every taught hour, or part thereof.

Teaching hours will fall between 0900 – 1500 on Fridays, Mondays and Tuesdays; 0900 – 1145 on Thursdays; 1000 – 1230 on Saturdays. First Wednesday will be induction (5 paid hours) and subsequent Wednesdays during the period of the contract will either require teaching between 0900 – 1500 or will be a day off, subject to student numbers.

Some flexibility will be required on occasion to meet the demands of the post.

Accommodation: Basic accommodation is available to teachers who do not live locally, for which there is a nominal charge of £45.00 per week. This accommodation is likely to be in school boarding houses or other school properties separate to students.

Medical Fitness: Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.

Remuneration: The hourly teaching rate includes teaching, lesson preparation, marking and feedback to students, lesson plans and records, reports, meetings, training sessions, supervision duties, associated administration and any other reasonable related tasks additional to those teaching hours or as specified in the contract.

Returning: Qualified teachers with more than one year of full-time relevant teaching experience will be paid £31.50 per hour (equates to £661.50 per week if teaching a full 21-hour week) plus £157.50 for the contracted induction day. The hourly rate includes payment for all duties as outlined above and specified in “core duties” below.

New to Sherborne International:

- Qualified teachers with more than one year of full-time relevant teaching experience will be paid £30.00 per hour (equates to £630.00 per week if teaching a full 21-hour week) plus £150.00 for the contracted induction day. The hourly rate includes payment for all duties as outlined above and specified in “core duties” below.
- Newly-qualified teachers with less than one year of full-time relevant teaching experience will be paid £27.00 per hour (equates to £567.00 per week if teaching a full 21-hour week) plus £135.00 for the contracted induction day. The hourly rate includes payment for all duties as outlined above and specified in “core duties” below.

Paid in arrears on the last banking day of each month direct into a nominated UK bank account.

Lunch may be taken in the school dining room on all teaching days.

Teachers are entitled to receive a paid holiday entitlement of 5.6 weeks per annum (pro rata), to be paid at the end of the fixed-term contract. In view of the requirements of the role, holiday leave cannot be taken during the period of the fixed-term contract; you will be required to work on Bank Holidays that fall during the period of the fixed-term contract.

Probationary Period: In accordance with School policy, offers of appointment are subject to a probationary period of up to six months.

All summer course contracts are subject to a one-week notice period by either side.

DBS Disclosure (Police Check)/References: As Sherborne School is registered to ask ‘exempted questions’ under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Post-holder's
Responsibility:**

You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer) or one of the Deputy DSLs.

OUTLINE OF THE COURSES

Sherborne Summer Courses comprise:

- Intensive English plus Subjects
- Pre-IGCSE/GCSE
- IGCSE/GCSE Mid-Course Booster
- Pre-A Level/IB Diploma

1. The Intensive English plus Subjects is for students aged 8-17: wishing to enhance their English language skills, whether as complete beginners or advanced students; who plan to join a British Independent School and wish to improve their level of English in this context, including the exposure to some elements of a more academic language through the subject lessons; and for those already at school in Britain but needing to improve their English language skills.
2. The Pre IGCSE/GCSE course gives students starting (or considering doing) IGCSE/GCSE courses, the support they need in order to acquire and improve skills vital to success. Students choose four subjects from English, biology, chemistry, physics, maths, computer science, business studies, history, geography and English literature. All students also attend drama classes. Lessons give an introduction to the kinds of content and skills each subject will need at I/GCSE level. Students should have minimum B1 level English.
3. The IGCSE/GCSE Mid-Course Booster is designed to give students who have completed Year 10 a confident and successful start to their final IGCSE/GCSE year by revisiting material covered in the last year, as well as looking ahead to Year 11. Students choose four subjects from: English, biology, chemistry, physics, maths, computer science, business/economics, history, geography and English literature. Lessons consolidate and revise key areas of content and skills from Year 10, boosting motivation and reducing stress. Students should have minimum B1 level English.
4. The Pre-A Level or IB Diploma is designed to help students settle into their courses quickly and confidently. Students choose four subjects from English, biology, chemistry, physics, maths, history, geography, business/economics, English literature; IB skills including TOK and Extended Essay. Lessons cover the basic components and techniques of each subject, plus the style of working at this level. Students should have minimum B2 level English.

NB:

- Teachers may be asked to teach a combination of the above courses, as appropriate.
- Classes and timetables cannot be confirmed until student numbers are known.

CORE DUTIES:

1. Attend one of the compulsory induction days (Wednesdays 2, 16, 23, 30 July or 6 August) immediately prior to starting teaching and as included in the contracted temporary fixed-term contract.
2. Produce or adapt a Scheme of Work*, prepare and teach a maximum of 28 lessons of 45 minutes (21 hours) per week to the prescribed high standards of Sherborne School; by selecting and sequencing appropriate materials, resources and approaches according to the course aims and learners' needs and expectations. Usual maximum is 8 students per class.
(for Intensive English teachers this is to be aligned to the prescribed topics.)*
3. Provide academic advice, educational guidance and support to students.
4. Set prep where stipulated on the timetable.
5. Evaluate and mark students' work and provide relevant and timely feedback on achievement, progress, and developmental needs to students, academic and other managers/colleagues.
6. Keep a daily record of lessons in the lesson records folder on the teachers' shared Teams folder.
7. Write an informative report on each student's academic progress, including action points to follow using the school's Resirva software.
8. Attend training sessions as required.
9. Attend the daily short briefing at 9.00am each teaching day.
10. Ensure students maintain their folders in an orderly, workable manner.
11. Give feedback on materials, courses and lessons to academic and other managers as required.
12. Adhere to the standards and procedures detailed in the Teaching Staff handbook.
13. Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with during your period of employment.
14. With a class you teach, stage a short assembly of your choice (5-10 minutes) as requested by the Academic Manager or Academic Assistant.
15. There may be opportunities (optional) for teachers to work additional hours outside of their teaching hours and paid at the duty rate of £15.00 per hour - likely to include supporting formal social events. The rationale is for teachers to get to know their students outside of the classroom, integrate with other staff and provide students with a more authentic British boarding school experience.
16. DELTA-qualified teachers may be required to conduct teacher observations to help maintain a high standard of teaching, with students receiving well-planned, well-taught and relevant lessons – and provide teachers with appropriate verbal and written feedback.

PERSONAL ATTRIBUTES REQUIRED

Essential:

- EFL teachers should be minimum CELTA/Cert TESOL qualified with two years of relevant experience.
- Subject teachers should have QTS.
- Subject teachers on the academic preparation courses should also have up-to-date knowledge of the target exam, the syllabus and the study habits and practical skills students need for success.
- All teachers should possess a friendly and approachable manner and energy, enthusiasm and commitment to the role.

Desirable:

- Experience of teaching international students
- A knowledge and understanding of differing cultural values and issues.

Training Requirement for Teachers – this list is not exhaustive.

Training	To be completed
Safeguarding (Child Protection)	On the first day of employment
Induction training with Line Manager	On the first day of employment
Health & Safety Essentials (required annually)	Online, all one-hour modules, to be completed prior to or on first day of employment (paid at £15 per hour in addition to contract pay)
Prevent training (required every 3 years)	
GDPR in Education (teachers new to Sherborne only)	

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne Schools Group that all our workplaces are smoke free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all areas of the school, both internal and external. This includes company vehicles. This policy applies to all employees, contractors and visitors. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

Pension:

Where eligible the post-holder will be automatically enrolled into the Pension Scheme, as per current legislation, on the first day of the month after completion of three months' service. Further details may be obtained from the Director of HR (Bursary).

Method of Application

To apply, please either use the Quick Apply button on TES or, alternatively, complete the Sherborne Schools Group Application Form and return it to hr@sherborne.org

In the event of any queries please contact: *Simon Larkin, Academic Manager*
Tel: 01935 814743
Email: summer@sherborne.org

The School reserves the right to interview candidates as applications are received, preferably face-to-face and on mutually agreed dates and times. Vacancies will be withdrawn as roles are filled.

Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview.